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# Steps to Make Your CFC Contribution Using myPay



• 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.


**Last Date myPay Accessed: 10/09/2013**

**Your Army Active Duty Pay Account**

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Step 1: Log onto myPay

Step 2: Click on “[Combined Federal Campaign \(CFC\)](#)”



CFC

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Your current monthly contribution and total CFC gift are shown below.  
If you would like to add additional contributions to CFC, please click 'Add New Contribution'.

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<b>Current Monthly Contribution:</b>	\$0.00
<b>Total CFC Gift:</b>	\$0.00

[Add New Contribution](#)

To make a one-time contribution, please contact  
your CFC key worker.

Step 3: Click on “[Add New Contribution](#)”



CFC

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### Campaign Search

Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.

Please confirm the campaign number and area are correctly listed below **OR** enter another 4 digit CFC code and select Find Campaign

- Step 4: Enter “0405” in the window for the Chesapeake Bay Combined Federal Campaign
- Step 5: Click on “Find Campaign”



CFC

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### Campaign Search

Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.

Find Campaign

Please confirm the campaign number and area are correctly listed below OR enter another 4 digit CFC code and select Find Campaign

0405 Chesapeake Bay

Confirm Campaign

Step 6: Verify “Chesapeake Bay” campaign

Step 7: Click on “Confirm Campaign”

Enter the amount per month you would like to donate to the Combined Federal Campaign in the box below.

\$ 1000.00

Save

Step 8: Enter monthly donation amount in the window

Step 9: Click on “[Save](#)”

Step 10: Enter 5 digit charity code in window and Click “Search”

Or

Click on one of the other search tabs



Current contribution: \$20

Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.
7. Any undesignated dollars made by donors in CFC Overseas (0995) are allocated to the Overseas family support and youth activities in accordance with 5 CFR 950.701 (f) and (h).

The image shows a web form titled "5 Digit Charity Code Search:". At the top, there are four tabs: "Code Search", "Name Search", "Category Search", and "Advanced Search". The "Advanced Search" tab is highlighted with a red circle. Below the tabs, there is instructional text: "If you know the exact 5 digit code of the charity in which you wish to contribute, enter the code in the textbox and click 'Search'." and "If you wish to contribute all or a portion of your contribution to all International funds, enter 'IIIII' in the code search field." The main part of the form contains a large text input field and a "Search" button, both of which are circled in red. At the bottom of the form, there is a line of text: "If you do not wish to designate specific charities, click 'Skip. Do not designate specific charities'." and "Undesignated gifts are distributed among all organizations in proportion to their pledges." Below this text is a button labeled "Skip. Do not designate specific charities."

The screenshot shows a web interface for an advanced search. At the top, there are four tabs: 'Code Search', 'Name Search', 'Category Search', and 'Advanced Search'. The 'Advanced Search' tab is selected and highlighted with a red circle. Below the tabs, there are three main sections: 'Administration Percentage', 'Keywords', and 'Organization Category'. The 'Administration Percentage' section has 'Starting:' and 'Ending:' input fields. The 'Keywords' section has a text input field and three radio button options: 'Any Words (at least one of the words)' (selected), 'All Words', and 'Exact Match'. The 'Organization Category' section has a dropdown menu showing 'ALL CHARITIES' and a 'Search' button. Both the dropdown menu and the 'Search' button are circled in red. At the bottom, there is a note: 'If you do not wish to designate specific charities, click "Skip. Do not designate specific charities." Undesignated gifts are distributed among all organizations in proportion to their pledges.' and a button labeled 'Skip. Do not designate specific charities.'

**Code Search** **Name Search** **Category Search** **Advanced Search**

**Administration Percentage**

Starting:  Ending:

**Keywords**

☒ Any Words (at least one of the words)  
☐ All Words  
☐ Exact Match

**Organization Category**

ALL CHARITIES

If you do not wish to designate specific charities, click "Skip. Do not designate specific charities".  
Undesignated gifts are distributed among all organizations in proportion to their pledges.

Step 11: Select Organization Category

Step 12: Click on "Search"



Current contribution: \$20

Change Amount

#### Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.
7. Any undesignated dollars made by donors in CFC Overseas (0995) are allocated to the Overseas family support and youth activities in accordance with 5 CFR 950.701 (f) and (h).

[Add Selected Charities](#)
[Back to Search](#)

Show  entries
 

Search:

Add	Charity code	Charity Name	% Admin	EIN	Phone Number	Website	Category	Description
<input type="checkbox"/>	10130	Women's Learning Partnership for Rights, Development and Peace	5.7	522199581	(301)854-2774	www.learningpartnership.org	R,S,W	WLP provides leadership, human rights, political participation, and technology training and resources to women and girls in Africa, Asia, Latin America, and the Middle East.  Empowers poor/rural African women to improve their lives

## Step 13: Search charities

<input type="checkbox"/>	73309	Worldfund	16.6	030483824	(212)228-5353	www.worldfund.org	B,O,S	In the war against poverty, education is the key weapon. We support high-quality, results driven education in Latin America - the key to transforming lives.
<input type="checkbox"/>	11740	Worldwide Christian Schools Foundation, Inc.	15.0	382693388	(800)886-9000	www.wwcs.org	S,B,X	Empowers partners worldwide to develop quality Christian schools for children in need, preparing them for life by providing facilities, teacher training, curriculum and tuition assistance.
<input type="checkbox"/>	37190	Wounded EOD Warrior Foundation	10.6	208618412	(540)554-4550	www.woundedeodwarrior.org	E,P,Z	Supporting Wounded EOD Warriors and families who are injured while serving their country and conducting their duties of removing deadly unexploded ordnance and terrorist devices.
<input type="checkbox"/>	11450	Wounded Warrior Emergency Support Fund	2.6	770490412	(301)588-3283	www.airwarriorcourage.org/	P,W,T	Honor our Wounded Warriors! We provide rehab services at three Military Medical Centers, and starter IRS 529 College Savings Plans for dependents of aircrews KIA.
<input checked="" type="checkbox"/>	11425	Wounded Warrior Project	25.1	202370934	(904)296-7350	www.woundedwarriorproject.org	P,W,E	Wounded Warrior Project (WWP) is a nonprofit organization whose mission is to honor and empower wounded warriors.
<input type="checkbox"/>	81534	Wounded Warriors Family Support, Inc.	22.0	201407520	(402)502-7557	www.woundedwarriorsfamilysupport.org	N,P,W	Our mission is to provide support to the families of those who have been wounded, injured or killed during combat operations.
<input type="checkbox"/>	94512	Wounded Warriors in Action Foundation	12.1	260718304	(813)938-1390	www.wwiaf.org	T,P,N	Provides world-class hunting and fishing opportunities to our nation's combat wounded service members; assists healing heroes through the power of the great outdoors.
<input type="checkbox"/>	66860	Wreaths Across America	10.8	208362270	(877)385-9504	www.wreathsaacrossamerica.org	P,B,T	Please help us remember fallen veterans; Honor those who serve our country; and Teach our children the value of freedom.
								Millions are deprived of Scripture and

## Step 14: Select Charities (up to 30)



CFC

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Current contribution: \$20

Change Amount

#### Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.
7. Any undesignated dollars made by donors in CFC Overseas (0995) are allocated to the Overseas family support and youth activities in accordance with 5 CFR 950.701 (f) and (h).

**Add Selected Charities**

**Back to Search**

Show 10 entries

Search:

Add	Charity code	Charity Name	% Admin	EIN	Phone Number	Website	Category	Description
<input checked="" type="checkbox"/>	11425	Wounded Warrior Project	25.1	202370934	(904)298-7350	www.woundedwarriorproject.org	P,W,E	Wounded Warrior Project (WWP) is a nonprofit organization whose mission is to honor and empower wounded warriors.

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Step 15: Click on “Add Selected Charities”



CFC

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Current contribution: \$20

Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.
7. Any undesignated dollars made by donors in CFC Overseas (0995) are allocated to the Overseas family support and youth activities in accordance with 5 CFR 950.701 (f) and (h).

- Undesignated Contributions Per Month : \$20.00
- Designated Contribution Per Month : \$0.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11425	Wounded Warrior Project	20

Continue Add More Charities Delete Selected

Step 16: Enter monthly contribution amount

### Personal Information

- Please complete the fields below. Work phone number or work email address and work street address are required.
- Please indicate if you wish to have your pledge amount released to your designated organizations.
- If you wish to authorize recognition, please indicate so in the Recognition Release Authorization field.
- Click address or email if you wish to release your contact information to your designated organizations.

Charity Code	Charity Name	Contribution Per Month
11425	Wounded Warrior Project	20.00

Search for Charities

### Personal Information Authorized Release

Work Email Address:

OR

Work Phone Number:  (10 digits only, ex. 2223334444)

Command/Unit Name (Alphanumeric field). Please enter your unit location or code provided by your campaign worker.

Amount Release Authorization: ☒ Yes ☐ No

Recognition Release Authorization: ☒ Yes ☐ No

If yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify.  
(Contact your local campaign for details.)

Contact Release Authorization: ☐ By Address ☒ By Email ☐ Neither

Home Email Address:

Step 17: Enter personal data

Step 17a: Enter "MDNG" here. *This is needed in order for MDNG to receive credit for the donation.*

Step 18: Click "Continue"

Please review your contribution amounts and personal information.

Monthly Contribution: \$20.00

Total CFC Gift: \$240.00

Charitable Distribution:

Charity Code	Charity Name	Contribution Per Month
11425	Wounded Warrior Project	20.00

#### Personal Information Authorized Release

Work Email Address: david.e.roberts102.mil@mail.mil

Work Phone Number:

Work Street Address: (required) MDNG

Amount Release Authorization: Yes

Recognition Release Authorization: Yes

Contact Release Authorization: By Email

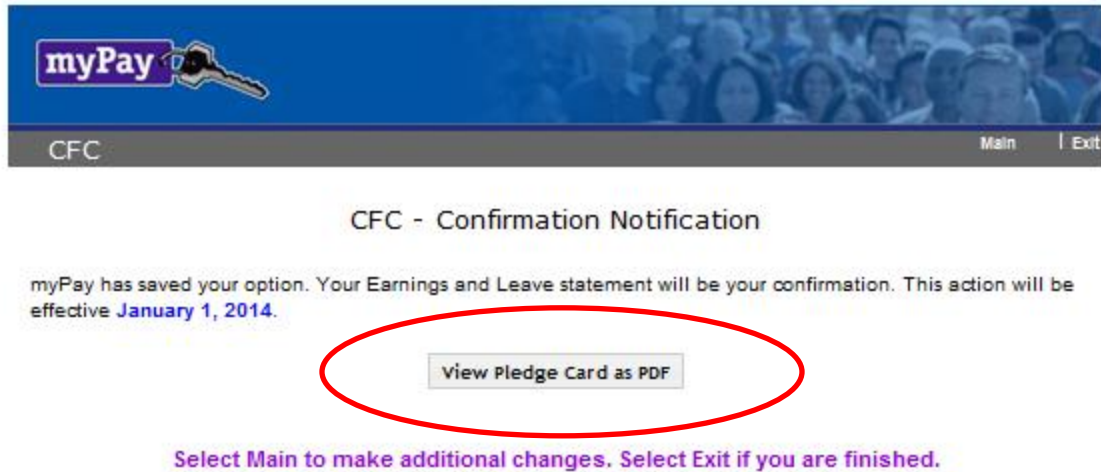
Home Email Address: david.e.roberts104@gmail.com

Is this information correct?

To confirm this information and submit your CFC contribution, click Yes. Otherwise, click No.

No Yes

Step 19: Verify information  
is correct  
Step 20: Click “Yes” to  
activate your allotment



Step 21: Verification page

Step 22: Click on “[View Pledge Card as PDF](#)” to see an electronically generated pledge card

# Pledge Card



CFC Campaign Number 0405

City/State Code: \_\_\_\_\_

ATTENTION PAYROLL OFFICES:  
Use this number only to identify the local campaign.

Last Name, First Name, MI  
ROBERTS DAVID E

☐ Civilian  
☒ Military

Federal Agency and Office

Work Street Address  
MDNG

Work Telephone Number

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL	\$ 20.00	x 12 months	\$ 240.00
CIVILIAN PAYROLL	\$	x 26 pay periods	\$
CASH/CHECK	Check Number: Amount \$		

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

CHARITY CODE

ANNUAL AMOUNT

1	1	4	2	5	\$240.00

DESIGNATED GIFT: To designate to one or more charities of federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

## INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Email Address: { \_\_\_\_\_ 04@gmail.com

☒ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

## PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during the next year to deduct the amount(s) shown above from my pay each pay period during next year starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization can only be revoked by me through arrangements made with my servicing personnel or payroll directly.

SIGNATURE ELECTRONIC DATE 10/9/2013

OPM 1654  
Revised March 2013

COPY #3 - CONTRIBUTOR'S COPY - KEEP FOR PERSONAL TAX RECORDS





CFC

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**Pending Monthly Contribution:** \$20.00

**Total CFC Gift:** \$240.00

A pending CFC transaction has already been submitted and will be effective January 1, 2014.

If you would like to make a change in your CFC pledge, please contact your payroll office or CSR team.

**To make a one-time contribution, please contact  
your CFC key worker.**

[View Pledge Card as PDF](#)

Step 23: Return to Main page and Click on “[Combined Federal Campaign \(CFC\)](#)” to verify allotment